

RFP
Mary Mcleod Bethune Foundation House
Bethune Cookman University

The objective of this project is multifaceted.

The existing building (Mary Mcleod Bethune Home) was built in 1913. The single-family home that is in the heart of campus. This was the home of Dr. Mary Mcleod Bethune. This home has been turned into a Museum and is on the Historical Preservation Society Register. This project will be a major renovation to not only the cosmetics of the building, but the upgrade that will cover Life Safety Systems, MEP, Envelope, Roofing Systems, and foundation.

The time line for this project is as follows: The project must be completed no later than December 31, 2021. This will ensure that it is completed for school opening.

The implementation plan needs to include methodologies and systems that will be the least disruptive and most cost effective as possible for University. All installation will be done in a professional workmanship like manner.

Finally, all work will be done in such a manner as to mitigate any possibility of injury and exposure to Bethune Cookman University, its employees, students, and/or visitors.

The chosen GC will have to present resume of the work that they have done in the past on Historical sites and be an approved vendor on the list of approve GC from the Historical Preservation Society Register.

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A. Executive Summary

Dr. Mary McLeod Bethune Foundation House was built in 1913. Most of the systems in this building, are all in need of major renovations.

While all of the issues inside of the project may not have been identified, we have identified the areas that will need to be addressed. We understand that this is going to be extensive and intrusive to the building. Ensuring that each contractor will be responsible for their due diligence. BCU understands that this is a large contract but to all bidders this is going to be a hard bid and all change orders will have to be approved by Sodexo Onsite Management and BCU Management. NO Change Order can be executed without prior approval.

B. Business Objectives

1. Product and Methodology Description (Solution)

- Removal and abate any Asbestos discovered.
- Duct cleaning of the remaining duct work
- Balance the building HVAC
- Install a controls package
- Replace mini Split in office area
- Replace/Repair 2nd Floor Balcony
- Remove and Replace all Windows and Doors and door frames
- Upgrades to the power distribution system.
- Wall Finishes and Painting throughout
- Roof Replacement
- Replace all Flooring
- Replace all bathroom fixtures
- Point all Exterior Walls
- Replace all siding on the exterior of the house
- Replace FCP panel
- Replace plumbing system
- Replace emergency egress lighting
- Replace all downspouts
- Repair the foundation of the house
- Replace exterior Sidewalks and Conveyance to ensure they ADA compliant

- Repave parking lot and driveway

2. Deliverables

Our expected deliverables are multifaceted

- *Ability to complete project using all industry standard best practices and methodologies above in a manner to minimize impact, and allow school to successfully open on December 31, 2021.*
- *Restored (Foundation) back to the original condition when the property was built. Once all work is completed it will be the GC responsibility have the house cleaned and ready for occupancy.*
- *New systems to meet existing County, State and Federal Building codes. As well you must meet code for all AHJs. To be included but not limited to Historical Preservation Society, Osha, Fire Marshall and BCU's DPS.*
- *Ability to isolate both Water and gas supply for each individual building with a wrench style valve on the upstream side of the regulators.*

C. Project Description

1. Scope

- Removal and abate any Asbestos discovered.
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- Creation of new “As-Built” Drawings for the Foundation House
 - (4) sets of a Project Completion turn over package to include:
 - Warranties
 - As Builts
 - List of all materials used
 - Contractor must supply a list of all serial numbers of equipment used.
 - Specifications and ratings for all materials used
 - MSDS Sheets for all materials used
 - Any applicable fire rating certifications/sheets
 - (1) Thumb Drive w/ all information included in each set
 - Photographic documentation with special location of all shut off valves.
 - Contractor must supply a copy of all permits.

 - Vendor needs to include in the proposal any temporary provisions that may be required.

2. Completion Criteria

Successful completion will be measured on:

The ability to restore Mary McCloud Bethune Foundation House, in the timeframe described above.

All work is to be inspected, tested, and verified with a 3rd party commissioning agent.

All workmanship is to be of a high quality nature and per all applicable codes

Safety is of the highest priority – NO safety incidents

Project is completed within budget

3. Risk Assessment

The contractor will be responsible for any damages waterlines, sprinkler lines, data, or power line. You will also be responsible for the security of the artifacts inside the house. You are solely responsible for your due diligence.

Bethune Cookman University responsibility:

BCU will provide as much information as possible to help in this project completion.

All work is to be inspected, tested, and verified with a 3rd Party commissioning agent.

4. Constraints

This project must be completed by the start of School on Aug 1, 2021, regardless of weather.

5. Impacts

The impact of this project will be that Bethune Cookman University Foundation house will be restored back to the condition that the site decrease the existing Utility bills and has a fully functioning and reliable Building systems.

6. Measures of Project Success

The Measurement of success will be measured in four ways.

1. Completed project before December 31, 2021
2. Minimal impact to the to the artifacts inside the museum.
3. No Safety Incidents throughout the project
4. Staying on budget.

7. Assumptions

All vendors or sub contractors are experts in their related field.

Bethune Cookman University, General Services, and Facilities Services will work with all vendors in such a manner as to help drive success.

Microsoft Project is the preferred method of planning and communication

D. Project Controls

1. Weekly Status Reports

- Reports must be submitted to Plant Operations (Facilities Services) every Tuesday and Friday.
- Representative from your company must be available to attend Construction Committee Meeting every Tuesday at 10:00am during the duration of this project.

2. Risk Management

- Awarded contractor must provide a risk management plan to the university

3. Issue Management

- All Issues must be communicated in a timely manner with Plant Operations (Facilities Services)

4. Change Management

This is a NTE (Not to Exceed) bid job. Therefore, all modification or change orders will have to be approved by the Sodexo Onsite Management and the BCU Management.

5. Means and Methods

- The means and methods of all work must be provided in contractor’s proposal. ANY adjustments to the means and methods, regardless of cost impact, must be presented to BCU for mutual agreement.

6. Communication Management

All communication must be submitted thru Plant Operations (Facilities Services)

Any formal communication should be made thru the use of Microsoft Office or Microsoft Project.

The RFP will be evaluated and rated on, but may not be limited to, the following criteria: EVALUATION CRITERIA POINTS Agency/Firm:

Agency/Firm: 1. Offeror History, Capacity, and Services 2. Offeror Approach to Marketing and Client Service 3. Relevance and Success of Prior Transactions	<i>30 Points</i>
Agent: 1. Agent’s Qualifications and Experience 2. Agent’s Approach to Marketing and Client Service 3. Relevance and Success of Prior Transactions	<i>25 Points</i>
References/ Resumes	<i>20 points</i>
Bid completeness and most effective	<i>25 points</i>

E. Scope Statement Approval Form/Signatures

Scope Statement Approval Form

Project Name:

Project Manager:

The purpose of this document is to provide the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement between the University and the Contractor on the objectives and scope of the project before significant resources are committed and expenses incurred.

I have reviewed the information contained in this Scope Statement and agree.

Name	Signature	Date

The signatures of the people above relay an understanding in the purpose and content of this document by those signing it. By signing this document you agree to this as the formal Project Scope Statement.

8. INSURANCE

The GC shall obtain insurance with a responsible company or companies, having a minimum rating of A or above, licensed to do business in the State of Florida as a General Contractor. The Offeror or insurance carrier shall forward official insurance certificates to the BCU/Sodexo reflecting BCU as an additional insured with respect to liability. The GC shall provide professional liability insurance with respect to the delivery of services in the amount of 5million dollars.

9. AWARD

- a. Award will be made to the Contractor who is determined by the University to best meet the needs and objectives of the University community. Contractors are encouraged to propose innovations. The University reserves the right to reject any or all proposals if they are in its discretion judged unacceptable, to waive any technical or formal defect therein, to accept or reject any part of any proposal, and to award the Contract to other than the Contractor proposing the highest commission return according to its own judgment of its best interest.
- b. Contractors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the University and/or be invited to meet

with university officials for clarification and questions. The University will schedule the time and location for these presentations. Oral presentations are an option of the University and may or may not be conducted.

- c. After proposals have been reviewed, visits may be made to selected institutions under contract with Contractors to assist the University in its choice of Contractor.
- d. Additional information may be requested while bids and proposals are under consideration.
- e. The successful Contractor will be notified of the award in writing.

F. Delivery of RFP

Interested contractors shall provide to the University a document outlining the services they will provide. Contractors are encouraged to provide information on innovative methodologies and creative solutions that are available to their current and future clients.

Method #1: An original copy of the Proposal, and an electronic copy (jump drive) of the complete RFP must be received by 5PM, Monday, July 19, 2021. The envelope/package containing the response must be clearly marked **“Response to Mary McLeod Bethune Foundation House.”**

Method #2: Complete proposals (including all attachments) may be emailed and must be electronically received by 5PM, Monday, July 19, 2021. Email subject must be “Response to Mary McLeod Bethune Foundation House.” Proposer must telephone and confirm electronic receipt of the complete emailed document(s) before the above time and date deadline. In addition to electronic submission, the original copy of the Proposal must be postmarked no later than Monday, July 19, 2021. The envelope/package containing the Proposal must be clearly marked **“Response to Mary McLeod Bethune Foundation House.”**

It is the responsibility of the Proposer to ensure that Proposals arrive by the closing date and time. **NO LATE PROPOSALS WILL BE ACCEPTED.** Proposals may not be submitted by telephone or fax. Proposals may be mailed or e-mailed to:

Mailing Address including UPS, and FEDEX:

Bethune-Cookman University Attn:
Franklin E. Patterson

640 Dr. Mary McLeod Bethune Blvd.
Daytona Beach, FL 32114

Email: bcugeneralservices@cookman.edu

Questions regarding this announcement shall be submitted in writing by e-mail to Franklin E. Patterson, pattersonf@cookman.edu and Adrian Parks, adrian.parks@sodexo.com. Questions must be received no later than 10 days from the date of the RFP posting. Submitted questions and corresponding responses will be made available to all participants no later than 15 days from the date of the RFP posting.

University contact for this RFP: Franklin E. Patterson
Vice President for General Services & Technology
pattersonf@cookman.edu

Schedule

The schedule for this RFP is as follows:

Release of RFP	Thursday, July 1, 2021
Proposal Deadline	Monday, July 19, 2021
Award Approximately	Monday, August 2, 2021

*****Please Note** This schedule is subject to change. In the event that the schedule does change, all bidders will be notified by addendum, which will become part of the Request for Proposal.***